

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
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November 1 1983

ALL-COUNTY LETTER NO. 83-113

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE FISCAL OFFICERS
ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS
ALL COUNTY AUDITORS
LOS ANGELES COUNTY ADOPTION DIRECTOR

SUBJECT: ADOPTION/ADOPTION ASSISTANCE PROGRAM TIME STUDY INSTRUCTIONS

The Department of Health and Human Services (DHHS) notified this Department via Policy Announcement 83-1 of the required separation and identification of adoption activities claimed under the Adoption Assistance Program (AAP). Implementation of this notification is necessary in order for California to remain in compliance with Title IV-E federal reporting requirements. This letter transmits the related supplemental time study instructions (DFA 46) for Adoption workers effective with the October - December 1983 quarter. The time study form has not been revised, but the appropriate changes will be reflected on the January - March, 1984 quarter time study format. For the October - December quarter, staff will have to use blank lines O and AA as noted below.

Counties are to separate and identify adoption activities performed for a specific child in which adoption is the goal, based on the child's federal eligibility and case status. In addition, counties are to separately identify activities necessary for the administration of AAP. Funding to the counties will continue at the 100 percent reimbursement rate and applied against the Adoption Program allocation.

Listed below are the four time study areas to be used by adoption workers performing adoption activities. Any activities performed by an adoption worker for maintaining the child in foster care placement are to continue to be reported to the appropriate OCSS Program.

TIME STUDY INSTRUCTIONS

Effective with the October - December, 1983 quarter, the DFA 46 is to include the following time study categories for Adoptions workers.

1. Foster Care Adoption Activities (write in on Line O)
2. Adoption Assistance Program Title IV-E (Line M)
3. General Adoption (Line N)
4. Adoption Generic Activities (write on Line AA)

Line O, Foster Care Adoption Activities

This line is limited to those activities performed on behalf of children who have been assessed or are in the process of being assessed for potential adoption, and who meet the following conditions:

1. Have not been legally freed (232 action).
2. Are in receipt of FEDERAL - Foster Care or are SSI eligible.

Activities include but are not limited to the following:

1. Confirmation of federal linkage.
2. Casework time required to perform assessments of eligible children in foster care to determine adoption potential.
3. Determination as to whether the child is hard-to-place.
4. All casework activities and court time necessary in order to legally free child from natural parents (232 action).
5. Adoption planning activities and supervision activities necessary to carry out the goals of the child's specific adoption plan.

Please note: Do not include those foster care case management activities necessary for maintaining the child in foster care placement. These activities are to be charged to the OCSS Permanent Placement Program-Federal.

Line M, Adoption Assistance Program

This line is limited to those activities performed on behalf of children who have been assessed for adoption and who meet the following conditions:

1. Have been legally freed from natural parents (232 action).
2. Are in receipt of FEDERAL - Foster Care or are SSI eligible.
3. Have been determined to be Hard-to-Place.

Activities include but are not limited to the following:

1. Case management and supervision activities necessary to carry out the objectives of the child's specific adoption plan, prior to the filing of an interlocutory decree or final decree of adoption.
2. Child matching activities of home searching for a specific child, including registration with Adoptions Resource and Referral Center (ARRC) and adoption exchanges.
3. Preplacement activities necessary for the proper placement of a specific child in an adoptive home.
4. Preparation and completion of the Adoption Placement Agreement and the Adoption Assistance Agreement. This includes time spent interviewing the adoptive parents, determining the payment level, and necessity for other social services.

5. Placement of child in the adoptive home.
6. Case management activities that relate to the AAP payment level.
7. Recertification - Time spent on annual redetermination of child's needs and circumstances of the adoptive family. Notifying the county responsible for the AAP payment and adoptive family of recertification results.
8. Fair Hearings and Appeals.
9. Activities associated with home studies conducted adoptive parents seeking or willing to take a hard-to-place child.

Please note: Do not include those foster care management activities necessary for maintaining the child in foster care placement. These activities are to be charged to the OCSS Permanent Placement Program-Federal. Also, do not include time spent on case management and supervision activities after the interlocutory decree or final decree of adoption or time spent on any activities performed after a child has been placed in a non-subsidized home.

Line N, General Adoptions

A. Relinquishment Adoptions

This line is limited to those activities performed on behalf of those children who are in NONFEDERAL foster care placement or are SSI INELIGIBLE and who have been or are in the process of being assessed for potential adoption.

Activities include but are not limited to the following:

1. Confirmation of NONFEDERAL linkage.
2. Casework time required performing assessments of nonfederal foster care children to determine adoption potential.
3. Determination as to whether the child is hard-to-place.
4. All casework activities and court time necessary in order to legally free child from natural parents (232 action).
5. Adoption planning activities case management, and supervision activities necessary to carry out the goals of child's specific adoption plan.
6. Child matching activities of home searching for a specific child, including registration with Adoption Resource and Referral Center (ARRC) and adoption exchanges.
7. Preplacement activities necessary for the proper placement of a specific child in an adoptive home.

8. Preparation and completion of the Adoption Placement Agreement and the Adoption Assistance Agreement. This includes time spent interviewing the adoptive parents, determining the payment level, and necessity for other social services.
9. Placement of child in the adoptive home.
10. Case management activities that relate to the AAP NONFEDERAL payment level.
11. Recertification - Time spent on annual redetermination of child's needs and circumstances of the adoptive family. Notifying the county responsible for the AAP payment and adoptive family of recertification results.
12. Fair Hearings and Appeals.
13. Post-adoptive placement activities, such as counseling services.
14. Case management activities and supervision activities, including home visits, after the interlocutory decree or final decree of adoption.
15. Activities performed after a child has been placed in a non-subsidized home.

Please note:

1. Do not include time spent on a case after it is determined that adoption is not the appropriate plan for a child and pre-adoptive placement services to children beyond 180 days after the relinquishment or after the child is freed for adoption. This time should be charged to the appropriate OCSS Program.
2. Do not include time spent related to step-parent adoptions. This time should be charged to Other County Only Programs.
3. Do not include those foster care case management activities necessary for maintaining the child in foster care placement. These activities are to be charged to the OCSS Permanent Place Program-NONFEDERAL.

B. Independent Adoptions

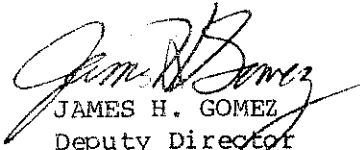
Time charged to this category is related to obtaining consent from the natural or adoptive parents, investigating the future of the prospective adoptive parents and submitting any required court work.

Please note: Exclude time spent on a case after the 180 day time period unless an extension has been granted by the court.

Line AA, Adoption Generic Activities

This line is limited to those activities associated with the recruitment of all adoptive homes for all children, including time spent on home studies conducted on families who have not requested a hard-to-place child. Also charge time spent for the development and participation in the use of adoption exchanges that do not relate to a specific child.

All questions concerning this letter should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046 or (ATSS) 485-7046.


JAMES H. GOMEZ
Deputy Director
Administration

cc: CWDA